

U.S. EPA Workshop

"An Organizational Guide to Pollution Prevention"

Day 1

- 8:00 AM** **I. Definitions: Taking a New Look at P2** – Metcalf
- Evolution of P2
 - Benefits/Impediments
 - From Compliance to Sustainable Development
- 9:00 AM** Icebreaker
- 9:15 AM** **II. Traditional Approach to P2 Implementation** – Metcalf & Pojasek
- How Traditional P2 Approach Works, Process Map (Old Flow Diagram)
 - PPOAs (Walk through Assessments)
- 9:45 AM** Break
- 10:00 AM** **III. Exercise: Traditional Approach to P2** – Metcalf & Pojasek
- PPOAs - Strengths, Weaknesses, Opportunities, Threats (SWOT)
 - Lessons Learned
- 10:45 AM** **IV. Creating a Vision for P2** – Pojasek
- Vision/Mission Statements, Core Values, Guiding Principles
 - Program Elements
 - What does this mean? How can it be done?
 - How does this relate to ISO 14001?
- 11:15 AM** **V. Exercise : Creating a Vision for P2** – Pojasek
- Creating a Vision/Mission Statement for Case Study
- Noon** Lunch
- 1:00 PM** **Discussion of Exercise: Creating a Vision for P2** – Pojasek
- 1:15 PM** **VI. Systems Approach Tools – Part A** – Pojasek
- Process Mapping
- 2:30 PM** Break
- 2:45 PM** **VI. Systems Approach Tools – Part B** (Continued)
- Pareto
 - Root Cause Analysis
- 4:30 PM** Adjourn
- OPTIONAL:** Evening Session on Tools - TBD

Day 2

- 8:00 AM** **VI. Systems Approach Tools – Part C** (Continued)
- Brain Writing
 - Bubble Up/Bubble Down
- 9:30 AM** Break
- 9:45 AM** **VI. Systems Approach Tools – Part D** (Continued)
- Action Plans and Implementation Models
- 11:45 AM** Lunch
- 12:45 PM** **VII. EMS “Systems Approach” to P2 Implementation** – Metcalf
- 1:45 PM** **VIII. EMS Process: Compliance, Aspects & Impacts** – Metcalf
- 2:30 PM** **IX. Exercises: Process Mapping** – Metcalf
- Activities, Products & Services
 - Activities, Aspects & Impacts
- 3:15 PM** Break
- 3:45 PM** **X. Exercises: Determining Significant Impacts & Aspects** – Metcalf
- Bubble Up/Bubble Down
 - Simple Criteria Matrix
- 4:35 PM** **Discussion of Exercises**
- 4:45 PM** Adjourn
- OPTIONAL:** Evening Session on EMS - TBD

Day 3

- 8:00 AM** **XI. EMS “Systems Approach”: Other Key Elements** – Metcalf
- Objectives, Targets & Environmental Management Programs
 - Operational Controls & Monitoring & Measurement
- 8:45 AM** **XII. EMS “Systems Approach”: “Performance-based & Results-oriented”** – Metcalf
- Continual Improvement: Corrective & Preventive Actions & Management Review
- 9:45 AM** Break
- 10:00 AM** **XIII. Adding Performance Measurement to the P2 Program** – Pojasek
- Measuring Performance, Not Results
 - Scoring and Comparing Performance
 - Using a Performance Measurement System
- 10:45 AM** **XIV. Exercise: Measuring Performance** – Pojasek
- Scoring Exercise
- 11:30 AM** Lunch
- 12:30 PM** **XV. Moving Forward – Designing your Own P2 Program** – Pojasek
- Selecting Components from the Other Three Implementation Models
 - Preparing a Process Map for Your Implementation Model
 - Improving the Implementation of Your Own P2 Program
- 1:30 PM** **XVI. Exercise: Now Its Your Turn** – Pojasek
- Case Study
 - Outline of Customized P2 Program Plan
- 2:15 PM** Break
- 2:30 PM** **XVII. Question and Answer Session** – Pojasek
- 4:00 PM** Adjourn